THE WEB.ICASS FEED

WEB.ICASS 2.23.00 & 2.23.01: NOW AVAILABLE

The upgraded Web.ICASS software 2.23.00 and 2.23.01 are now available on the PASS website (http://pass.irm.state.gov) for download! See STATE 128824 for software enhancements and installation instructions. Don't forget to get the Web.PASS upgrade too!

BUDGET PREPARATION

Do you want to make this year's budget preparation easy?

Then follow the ICASS Initial Budget Instructions and Guidance available on the ICASS website at (http://www.icass.gov) under the heading "FY 2008 Budget Instructions". New policy issues and updated instructions are identified by the icon "NEW". Hyperlinks in the instructions make access to related information and support documents a breeze.

Checklists are also posted on our website. The checklists **MUST** be used to ensure proper budget preparation and data integrity.

If you have any comments or suggestions on the instructions and checklists, please send them to Stella Whitman (whitmansl@state.gov).

NEW REPORTING REQUIREMENTS

IMPORTANT: *New Budget Preparation Requirements:*

Narrative Summary Worksheet:

When completing the checklist items, for any unique situations related to workload counts, please create a heading "Workload Count Variances" in the "ICASS Financial Summary and Key Issues" of the Narrative Summary Worksheet and provide your justification.

Budget Summary Worksheet Comments Section:

When providing any justification in the "Comments" section of the BSW for your FY 2008 Initial Budget plan, be sure precede them with "**INITIAL:**".

PRIOR YEAR ACTUALS DOWNLOAD

ATTENTION: Prior year actuals download date is fast approaching!!!!

Remember to create your FY 2007 Q4 Actuals file from COAST on or before *September 30, 2007* and upload it as your Prior Year Actuals into the FY 2008 Budget Summary Worksheet. If you create the file after September 30th, click here for the workaround instructions.

COMPENSATION PLAN FEATURE

No more excuses for not using the Compensation Plan feature!

Did you know that with the 2.23 ICASS upgrade you can update and add compensation plans to positions without losing the grade and step? Did you know that you can enter up to two decimals in the "% of Salary" field of the Benefits tab in the Compensation Plans Worksheet? You can copy compensation plans between budget plans instead of creating a new CP plan from scratch. You can use the CP feature to calculate within-grade increases or run different wage increases.

ALERT! JAVA CONFLICTS

What version of JAVA do you have on your laptop?

New and improved versions of JAVA come out each year and new laptops contain the latest version. However, Web.PASS continues to use the same Java version issued when it was first built. So watch out! If you install Web.ICASS and Web.PASS on a laptop with JAVA 1.6.0_2, you will have problems with your software. The cure: uninstall JAVA 1.6.0_2 and install JAVA 1.3_9.